



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Invites Applications for:

**AIR QUALITY
PROGRAM MANAGER**
(Community Outreach Manager)

Annual Salary
\$92,431 - \$112,350

*Plus \$1,249.98 Monthly Allowance For Health
Insurance & District-paid
CalPERS Retirement (7% Contribution)*

939 Ellis Street
San Francisco, CA 94109
(415) 749-4980
www.baaqmd.gov

An Equal Opportunity Employer

Air Quality Program Manager
(Community Outreach Manager)

ABOUT BAAQMD

The Bay Area Air Quality Management District is a regional government agency. The District's jurisdiction encompasses all of seven counties – Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties – southwestern Solano and southern Sonoma. The District's mission is to achieve clean air to protect the public's health and the environment.

THE POSITION

The District is currently recruiting for an Air Quality Program Manager (Community Outreach Manager) position that reports directly to the Director of Outreach and Incentives. Under administrative direction, this position conducts extensive outreach efforts for the District. This is a full-time management position.

Examples of duties:

- * Conducts public involvement processes (meetings, workshops, public hearings, etc.) related to Community Outreach Programs.
- * Represents the District at meetings, conferences and workshops of community interest groups, public health organizations, the public and other public agencies regarding the effects of air quality on human life.
- * Meets individually with a variety of stakeholders, such as members of Environmental Justice, other community groups, industry, and other government agencies to participate in an interactive dialogue regarding vital environmental and social-related issues/concerns and provides feedback and recommendations to District staff to assist them in their decision-making process.
- * Uses tact and diplomacy to effectively address and respond to sensitive, critical and sometimes contentious situations.
- * Develops and implements goals, objectives, procedures and work standards for the community outreach effort.
- * Acts as liaison and serves as coordinator for a variety of District staff regarding all community outreach issues.

- * Develops, evaluates and negotiates contracts for professional services related to community outreach activities and oversees contract compliance.
- * Organizes, assigns, directs, reviews and evaluates the work of two assigned staff.
- * Selects and trains staff and assists in their professional and/or technical development.
- * Develops and implements policies, procedures and methods to ensure compliance with federal and state-mandated programs for air quality control.
- * Directs the preparation of technical assessment documents and staff reports.
- * Interacts with the Board of Directors, Advisory Council, and District management and staff on matters related to Community Outreach Programs.
- * Prepares clear and concise reports, correspondence and other written materials.
- * Prepares and administers the budget for assigned programs.

QUALIFICATIONS

Minimum Qualification: Equivalent to graduation from a four (4) year college or university with major coursework in chemistry, engineering, environmental science or a closely related field; **AND** four (4) years of experience in developing and administering environmental programs, including two years of lead or supervisory experience. A graduate degree in a relevant field may be substituted for up to two years of experience on a year-for-year basis.

Note: The education and experience requirements stated above are a typical way to meet the minimum qualifications for this position, however, other combinations of education and experience may be considered.

Other Requirements:

Must possess and maintain a valid California Driver's License and meet the automobile insurability requirements of the District.

Must be willing and able to participate in evening and weekend community events and meetings.

THE SELECTION PROCESS

Applications and responses to the supplemental application questions will be reviewed and screened based on the required qualifications of the position. Applicants with the most directly related experience will be invited to continue in the selection process. The District may administer a qualification appraisal interview, or use any other selection processes deemed appropriate.

HOW TO APPLY

Interested individuals must submit a completed official BAAQMD application along with their responses to the supplemental application questions to the District's Human Resources Office at 939 Ellis Street, 4th Floor, San Francisco, CA, 94109 by:

no later than 5 p.m. on Monday, April 24, 2006

For an application package, please go to our website at www.baaqmd.gov or call the Human Resources Office at (415) 749-4980.

Resumes will be accepted but not in lieu of the required application materials. **Postmarks, faxes, and E-mails will not be accepted.**

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

MANAGEMENT BENEFITS

Comprehensive benefits package for management include:

- * District-paid PERS contributions (2% at 55 formula + employer contribution in final year included in benefits calculation + retiree medical coverage)
- * District-paid money purchase pension plan (401a)
- * District-paid Medical, Dental, and Vision options
- * District-paid Life Insurance (Up to 5x salary)
- * Paid annual and sick leave with annual leave buyback
- * 72 hours of Floating Holiday and 40 hours of Administrative Leave per year, 13 paid holidays
- * Transit subsidy up to \$175.11 per month